

My Details: Bank Details

- Bank Detail changes must be submitted by 15th of each month. For any changes after 15th, please contact the Payroll Team for advice (payroll.department@xenrall.org.uk)
- When changing your Bank Details, if you see an error message at any stage, **DO NOT CONTINUE.**
- If the message is clear and you are able to follow the instructions to correct the error, please do so. If you are unsure of how to proceed, **sign out of MyHR and contact the Payroll Team.**
- Example of an error message:

The screenshot shows the Xentrall user interface. On the left is a sidebar menu with the user's profile (Penny, Senior HR Advisor) and navigation links: Dashboard, My Pay, My Holidays, My Details (expanded), Personal Details, Contact Details, Bank Details (highlighted), Emergency Contact Details, and Equal. The main content area has a green header with a menu icon, notification bell, help icon, user profile, and power icon. Below the header, it says 'please email myhr@xenrall.org.uk.'. There are two buttons: 'Bank Account Details' and 'Complete'. A red-bordered box contains an error message: 'Error Incorrect old account number.'. Below this is the 'Bank Details' section with three radio buttons for 'Bank Type': 'Bank Account' (selected), 'Building Society Account', and 'Account Details'. Below the radio buttons, it says 'not available'. There are two input fields: 'Account Number' with the value '****1121' and an 'Edit' button, and 'Account Name' with the value 'P CRAYON'.



- Update your new details as required

Penny
Senior HR
Advisor

Dashboard

My Pay

My Holidays

My Details ^

Personal Details

Contact Details

Bank Details

Emergency Contact Details

Equal Opportunities

*HELP - MyDetails

*HELP - View Salary Info

My Time & Attendance

Bank Account Details

Complete

Bank Details

Bank Type

☒ Bank Account ☐ Building Society Account ☐ Account Details not available

Account Number

****1121

New Account Number

12345678

Confirm Old Account Number

87654321

Account Name

P CRAYON

Sort Code

110426

Bank Name

HALIFX

Branch

KINGS NORTON

Previous

Next

Submit

- Click Submit to continue
- After clicking Submit, you will be asked if you are sure you want to continue, click Yes
- You will see the following screen to confirm your change
- Click Close

Penny
Senior HR
Advisor

Dashboard

My Pay

My Holidays

My Details ^

Personal Details

Contact Details

Bank Details

Dashboard / Bank Details

Your bank details have been changed successfully.

Close